



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 12-11

**RELATIVE TO REVISING THE LIST OF ADMINISTRATIVE POSITIONS AND
ADMINISTRATIVE SALARY SCHEDULE TO INCLUDE MARC DIRECTOR**

WHEREAS, pursuant to GCA 16112, the Board of Regents is authorized to adopt rules and regulations governing the compensation of academic personnel; and

WHEREAS, on May 22, 2003, the Board of Regents approved Resolution No. 03-09, Relative to Establishing Administrative Positions at the University of Guam, and on June 19, 2003, approved Resolution No. 03-16, Relative to Establishing and Adopting the Policy for Administrative Salary and a Revised Salary Schedule at the University of Guam; and

WHEREAS, the University administration has adopted the 2003 College and University Professional Association for Human Resources (CUPA-HR) administrative compensation survey as its benchmark for best practice in establishing academic administrator positions and salaries; and

WHEREAS, the position of Director for Micronesia Area Research Center (MARC), reporting to the Assistant Vice President for Graduate Studies, Sponsored Programs and Research, is important to facilitate the research and service work of MARC; and

WHEREAS, the position of Director for MARC is necessary to better deliver the University's mission, research, service and strategic initiatives; and

WHEREAS, based upon an assessment of the priority needs of the University, the responsibilities of the position, and comparable CUPA-HR salary benchmarks, the President met with the Academic, Personnel and Tenure Committee to review the position and salary schedule of the Director for MARC at their meeting of May 9, 2012; and

WHEREAS, the President and the Academic, Personnel and Tenure Committee now recommend to the Board the attached list of Administrative Positions and Administrative Salary Schedule, which has been revised to reflect the changes to include the position and salary schedule of the Director of the Micronesia Area Research Center; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the revised list of Administrative Positions and Administrative Salary Schedule, which is herein attached.

Adopted this 16th day of May, 2012.


W. Chris Perez, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

UNIVERSITY OF GUAM
POSITION DESCRIPTION
Director, Richard Flores Taitano Micronesian Area Research Center (MARC)
Proposed Salary Ranged \$66,808--\$100,242

pending BOR review.

POSITION NARRATIVE:

Under the general administrative direction of the Senior Vice President for Academic and Student Affairs, the MARC Director is responsible for the overall administrative duties of the unit. The Director has faculty retreat rights and may retreat to the faculty of MARC following successful completion of the original contract

DUTIES AND RESPONSIBILITIES:

Major duties and responsibilities shall include, but not be limited to the following:

- Administers local and federal grants received by MARC;
- Correspond, communicate and liaise with appropriate Legislative and Congressional representatives through the UOG President's Office regarding funding appropriations;
- Prepare annual budgets, budget reports, progress reports and surveys in accordance with prescribed local and federal laws;
- Assume responsibility for the day-to-day running and operations of MARC including the safe operations and maintenance of all physical amenities and infrastructures;
- Maintain oversight and/or knowledge of the clerical and commercial activities of MARC personnel;
- Maintain oversight of faculty, staff and student activities as they relate to the MARC mission;
- Guide, mentor and evaluate MARC faculty in accordance with CFES requirements;
- Encourage active grantsmanship in Micronesian cultural, historical, archival, and related fields of endeavor;
- Maintain the visibility of MARC locally, regionally, nationally and internationally, through the institutional web-site, displays, brochures, booklets, institutional technical reports, journal articles, conferences, distribution agreements, MOA's, etc.;
- Assume an active teaching and research role within the University fostering collaborative ties where possible;
- Coordinate MARC publication program and distribution of publications;
- Promote community outreach teaching and training activities; coordinate with MARC Advisory Board and other community boards and commissions;
- Participate in University-wide accreditation and assessment activities;
- Other duties as assigned by the Senior Vice President.

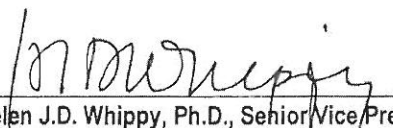
MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

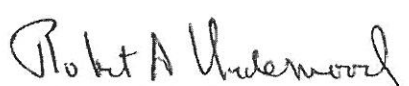
- Conversant with budgetary and procurement procedures and requirements as they pertain to the day-to-day running of the Institute;
- Demonstrated organizational and leadership skills; federal grant and contract administration experience;
- Active research and publications program in Micronesia and Pacific region;
- Ability to establish and maintain successful collegial relationships with faculty and staff within the unit and with upper level management executives.

Minimum Qualifications:

Doctorate in any discipline. Demonstrated research, publication and grantsmanship record essential. Entrepreneurial spirit desirable. Knowledge of library & information sciences or cultural resource management desirable.

MARC Director Position Description approved by:

 2/27/12
Helen J.D. Whippy, Ph.D., Senior Vice President Date
Academic and Student Affairs

 MAR 06 2012
Robert A. Underwood, Ed.D., President Date